

RECORD ECP

1. SUBMITTING CONTRACTOR:

2. RECORD ECP NUMBER:

3. PCN:

4. DATE:

THIS SUBMITTAL CONSTITUTES A RESPONSE TO:

5. INITIATOR (COMPANY NAME OR GOVERNMENT AGENCY):

6. CHANGE NUMBER:

7. MSFC LETTER NUMBER:

CHANGE IDENTIFICATION

8. PIRN/IRN/SCN/DCN NO.

9. DOCUMENT NO.

10. REVISION

11. DOCUMENT TITLE

12. EFFECTIVITY

FOR FURTHER INFORMATION CONCERNING THIS SUBMITTAL CONTACT:

13. NAME:

14. ORGANIZATION

15. EXTENSION:

16. THE ABOVE CHANGE(S) IS/ARE ACCEPTABLE AS A DOCUMENTATION CHANGE(S) AND DOES/DO NOT AFFECT COST, SCHEDULE, HARDWARE, AND/OR SOFTWARE. THE ABOVE CHANGE(S) ALSO AFFECT(S) THE FOLLOWING CONTRACTOR(S):

17. CONTRACTOR SIGNATURE:

18. DATE:

RECORD ECP (ENGINEERING CHANGE PROPOSAL) (RECP) PREPARATION INSTRUCTIONS

BLOCK

INSTRUCTIONS

- 1 SUBMITTING CONTRACTOR: Enter the identification of contractor submitting the RECP.
- 2 RECORD ECP NUMBER: Enter the record ECP number assigned by the submitting contractor.
- 3 PCN: Enter the MSFC-assigned Project Control Number (PCN).
- 4 DATE: The date of the RECP is automatically generated by the system.
- 5 INITIATOR (Company Name or Government Agency): Enter the identification of the initiator of the charge.
- 6 CHANGE NUMBER: Enter the number, if available, of the initiator's change action.
- 7 MSFC LETTER NUMBER: Enter the number of the MSFC letter which forwarded the change (if applicable).
- 8 PIRN/IRN/SCN/DCN NUMBER: Enter the number(s) affected by the appropriate PIRN(s)/IRN(s)/DCN(s).
- 9 DOCUMENT NUMBER: Enter the number(s) of the document(s) affected by the PIRN(s)/IRN(s)/DCN(s).
- 10 REVISION: Enter the revision letter(s) of the affected document(s).
- 11 DOCUMENT TITLE: Enter the title(s) of the affected document(s).
- 12 EFFECTIVITY: Enter the hardware and/or software effectivity(ies) of the change(s).

ENTER CONTACT INFORMATION FOR THIS SUBMITTAL.

- 13 NAME: Enter the name of the contractor contact responsible for submittal of this RECP.
- 14 ORGANIZATION: Enter the contractor organization responsible for submittal of this Record ECP.
- 15 EXTENSION: Enter the phone extension/number of the contractor contact responsible for submittal of this Record ECP.
- 16 STATEMENT OF ACCEPTANCE: Enter the name of other contractor(s) considered to be affected by this change. Use an attachment if required. Include any pertinent remarks concerning this change on the attachment.
- 17 CONTRACTOR SIGNATURE: To be signed by the responsible contractor official.
- 18 DATE: Enter the date the Record ECP was approved and signed.